

■ Operating Budget

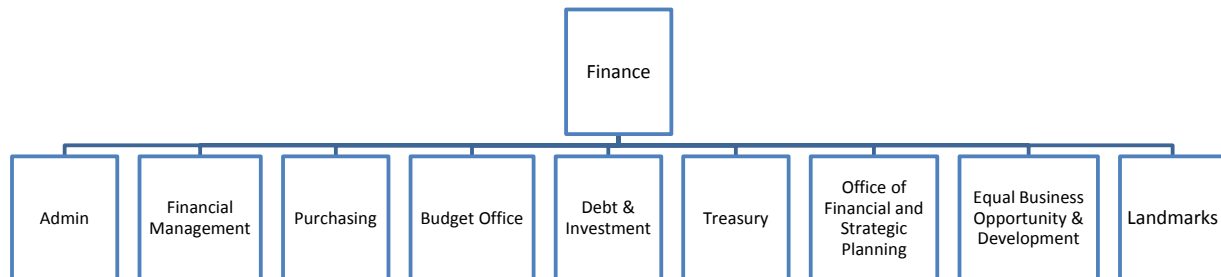
Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	4,132,365	5,555,156	5,026,191	5,904,570
Materials and Supplies	1,207,472	1,310,324	1,608,016	1,521,629
Capital Outlay	0	1,000	0	1,000
Grants and Subsidies	2,149,447	1,980,000	2,122,521	3,489,300
Transfers Out	0	0	0	5,000
Total Expenditures	7,489,284	8,846,480	8,756,728	10,921,499
Program Revenues	(1,975,418)	(2,010,000)	(2,194,390)	(2,010,000)
Net Expenditures	5,513,866	6,836,480	6,562,338	8,911,499
Authorized Complement				90

MISSION

To provide fiscal leadership, integrity and superior financial services through prudent and efficient management of the City's financial affairs

STRUCTURE



SERVICES

The City's financial responsibilities include timely, accurate and cost-effective preparation and maintenance of accounting records and financial reports; disbursement of payments to employees/retirees, vendors, contractors and others; procurement of materials, products and construction services in a fair, unbiased and equitable manner; development and management of accurate and timely operating and capital budgets; implementation of the City's performance-based budgeting and accountability initiative; investment of the City's cash and pension funds; debt management; and effective management of tax and other revenue collections.

■ Charges for services

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Tourism Development Zone Local Sales	(1,960,398)	(1,980,000)	(2,148,495)	(1,980,000)
Rezoning Ordinance Publication Fees	(4,650)	(10,000)	(4,600)	(10,000)
Miscellaneous Income	0	0	(2,685)	0
Donated Revenue	0	0	(22,500)	0
Vendor Rebates	(10,369)	0	(16,110)	0
Commissions	0	(20,000)	0	(20,000)
Total Charges for Services	(1,975,417)	(2,010,000)	(2,194,390)	(2,010,000)

Other services provided by Finance can be found under the following tab:
Metro Alarm Fund - Special Revenue Funds

DESCRIPTION

To provide leadership and direction to all Finance Division service centers and to coordinate all financial functions of the City. Also, to ensure all contracts and/or subcontractors awarded City-funded projects are in compliance with and adhering to the Prevailing Wage Ordinance adopted by the City.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	453,500	473,030	492,682	465,989
Materials and Supplies	33,146	39,843	31,288	62,694
Capital Outlay	0	1,000	0	1,000
Total Expenditures	486,646	513,873	523,970	529,683
Net Expenditures	486,646	513,873	523,970	529,683
Authorized Complement				5

Administration Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	366,011	401,774	371,963	410,415
Holiday Salary Full Time	16,666	0	17,131	0
Vacation Leave	7,785	0	28,588	0
Bonus Leave	1,550	0	3,890	0
Sick Leave	3,384	0	3,306	0
Longevity Pay	48	0	48	0
Pension	23,727	24,106	25,493	0
Social Security	2,167	0	2,000	0
Pension ARC Funding	23,412	27,317	27,317	42,197
Group Life Insurance	1,182	1,397	1,231	1,431
Unemployment	550	400	400	400
Medicare	6,059	6,428	6,798	6,156
Long Term Disability	1,085	1,205	1,208	1,231
Health Insurance - Premier	24,002	27,672	22,643	15,750
Other Post Employment Benefits	0	1,407	0	0
Health Insurance - Local Plus	0	0	1,893	5,680
Salaries - Part Time/Temporary	34,944	38,900	34,944	38,900
On the Job Injury	2,084	4,260	4,260	4,260
Payroll Reserve	948	0	0	0
Expense Recovery - Personnel	(62,102)	(60,431)	(60,431)	(60,431)
Benefits Adjustments	0	(1,407)	0	0
Total Personnel Services	453,500	473,030	492,682	465,989
<u>Materials and Supplies</u>				
City Shop Charges	0	1,430	0	1,430
City Shop Fuel	0	344	0	344
City Computer Svc Equipment	0	1,250	1,839	1,250
Data/Word Process Software	13,810	0	0	0
City Telephone/Communications	5,019	3,600	4,105	3,600
Supplies - Outside	7,795	9,900	8,700	9,900
Outside Postage	45	300	300	300
Materials and Supplies	0	400	0	400
Miscellaneous Expense	691	800	0	800
Seminars/Training/Education	400	3,850	250	3,850
Misc Professional Services	2,094	0	2,000	0
Travel Expense	448	1,800	500	1,800
Unreported Travel	0	800	0	800
Insurance	0	11,494	11,494	34,345
Lawsuits	0	1,000	0	1,000
Dues/Memberships/Periodicals	1,183	1,600	900	1,600

Administration Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Misc Services and Charges	1,661	1,275	1,200	1,275
Total Materials and Supplies	33,146	39,843	31,288	62,694
<u>Capital Outlay</u>				
Furniture/Furnishings	0	1,000	0	1,000
Total Capital Outlay	0	1,000	0	1,000
TOTAL EXPENDITURES	486,646	513,873	523,970	529,683
NET EXPENDITURES	486,646	513,873	523,970	529,683

DESCRIPTION

To ensure the integrity of the City's financial information by preparing and maintaining accurate accounting records, providing timely and accurate financial reports to City Divisions management and staff, and preparing the Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles and legal requirements. Additionally, Records Management ensures that agendas and minutes of Council meetings are prepared and retained, and ordinances are published in accordance with legal requirements. This legal level includes Financial Accounting - Governmental Activities, Financial Accounting - Business Type Activities, Accounts Payable, Payroll and Records Management service centers.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	1,517,391	1,831,215	1,684,392	1,946,034
Materials and Supplies	395,607	299,550	272,206	276,350
Grants and Subsidies	79	0	0	0
Total Expenditures	1,913,077	2,130,765	1,956,599	2,222,384
Program Revenues	(4,650)	(10,000)	(4,600)	(10,000)
Net Expenditures	1,908,427	2,120,765	1,951,999	2,212,384
Authorized Complement				31

Financial Management Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	1,210,806	1,669,982	1,349,896	1,769,021
Holiday Salary Full Time	70,955	0	72,351	0
Vacation Leave	79,767	0	78,196	0
Bonus Leave	12,550	0	8,312	0
Sick Leave	49,046	0	33,767	0
Overtime	6,198	11,500	19,008	11,500
Retirement Benefits	57,519	30,000	30,000	0
Pension	78,903	78,657	78,585	0
Social Security	3,656	0	1,955	0
Pension ARC Funding	135,774	158,441	158,441	261,618
Group Life Insurance	4,294	5,474	5,110	7,265
Unemployment	2,860	2,240	2,240	2,480
Medicare	20,534	22,355	22,215	25,984
Long Term Disability	4,480	4,507	4,121	5,307
Health Insurance - Basic	621	0	5,909	0
Health Insurance - Value PPO	0	0	3,652	10,311
Health Insurance - Premier	166,344	197,649	148,275	121,471
Other Post Employment Benefits	0	7,879	0	0
Health Insurance - Local Plus	0	0	29,299	60,669
Salaries - Part Time/Temporary	58,972	106,000	43,731	84,000
On the Job Injury	1,720	0	2,919	0
Payroll Reserve	8,722	0	0	0
Attrition	0	(42,000)	0	0
Expense Recovery - Personnel	(456,330)	(413,591)	(413,591)	(413,591)
Benefits Adjustments	0	(7,879)	0	0
Total Personnel Services	1,517,391	1,831,215	1,684,392	1,946,034
<u>Materials and Supplies</u>				
City Computer Svc Equipment	253	7,500	11,521	21,500
Pers Computer Software	386	2,000	2,000	2,000
City Telephone/Communications	1,127	2,800	2,050	2,800
Printing - Outside	1,154	18,000	14,500	18,000
Supplies - Outside	23,893	33,500	34,500	35,500
Food Expense	286	0	561	0
Clothing	260	0	0	0
Outside Postage	2,542	250	250	250
Materials and Supplies	443	350	850	350
Miscellaneous Expense	79	0	250	0
Outside Equipment Repair/ Maintenance	2,582	2,750	1,250	2,750

Financial Management Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Advertising/Publication	39,246	39,000	38,000	39,000
Seminars/Training/Education	8,036	13,750	13,750	19,750
Misc Professional Services	310,704	174,700	143,250	124,700
Rewards and Recognition	442	0	0	0
Travel Expense	3,680	3,700	4,700	7,500
Photography	0	150	0	150
Dues/Memberships/Periodicals	485	300	150	1,300
Misc Services and Charges	9	800	4,624	800
Total Materials and Supplies	395,607	299,550	272,206	276,350
<u>Grants and Subsidies</u>				
RBC Training/Certification Program	79	0	0	0
Total Grants and Subsidies	79	0	0	0
TOTAL EXPENDITURES	1,913,077	2,130,765	1,956,599	2,222,384
<u>Other Revenues</u>				
Rezoning Ordinance Publication Fees	(4,650)	(10,000)	(4,600)	(10,000)
Total Other Revenues	(4,650)	(10,000)	(4,600)	(10,000)
TOTAL PROGRAM REVENUES	(4,650)	(10,000)	(4,600)	(10,000)
NET EXPENDITURES	1,908,427	2,120,765	1,951,999	2,212,384

DESCRIPTION

To provide the most cost effective method of procuring materials, products and construction services for the City of Memphis while adhering to the procurement laws of the State of Tennessee and the City of Memphis.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	626,207	649,283	539,508	653,914
Materials and Supplies	189,539	161,975	151,222	161,975
Total Expenditures	815,746	811,258	690,730	815,889
Program Revenues	(10,369)	0	(16,110)	0
Net Expenditures	805,377	811,258	674,620	815,889
Authorized Complement				10

Purchasing Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	456,796	551,782	391,905	567,721
Holiday Salary Full Time	26,581	0	21,038	0
Vacation Leave	25,686	0	16,989	0
Bonus Leave	3,678	0	2,670	0
Sick Leave	18,044	0	16,545	0
Retirement Benefits	0	0	0	0
Pension	31,847	33,107	27,000	0
Social Security	290	0	544	0
Pension ARC Funding	46,800	54,634	54,634	84,393
Group Life Insurance	1,500	1,756	1,500	1,798
Unemployment	1,100	800	800	640
Medicare	7,268	8,829	8,000	7,190
Long Term Disability	1,372	1,655	1,350	1,438
Health Insurance - Basic	12,246	17,585	5,249	0
Health Insurance - Value PPO	0	0	3,007	0
Health Insurance - Premier	45,600	40,095	34,422	40,333
Other Post Employment Benefits	0	2,814	0	0
Health Insurance - Local Plus	0	0	6,626	11,360
Salaries - Part Time/Temporary	4,680	0	7,020	0
On the Job Injury	0	0	1,169	0
Payroll Reserve	2,732	0	0	0
Expense Recovery - Personnel	(60,014)	(60,960)	(60,960)	(60,960)
Benefits Adjustments	0	(2,814)	0	0
Total Personnel Services	626,207	649,283	539,508	653,914
<u>Materials and Supplies</u>				
City Computer Svc Equipment	1,645	4,000	2,500	4,000
City Telephone/Communications	1,345	1,300	1,000	1,300
Printing - Outside	72,164	62,075	75,000	62,075
Supplies - Outside	5,679	7,500	5,546	7,500
Outside Postage	320	150	40	150
Asphalt Products	7,923	0	0	0
Materials and Supplies	0	600	0	600
Miscellaneous Expense	0	0	15,700	0
Advertising/Publication	9,793	10,000	10,000	10,000
Seminars/Training/Education	5,754	11,000	11,000	11,000
Misc Professional Services	131,235	135,000	100,000	135,000
Travel Expense	5,365	8,000	8,000	8,000
Unreported Travel	0	0	186	0
Dues/Memberships/Periodicals	3,331	2,100	2,000	2,100

Purchasing Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Misc Services and Charges	0	250	250	250
Expense Recovery - M & S	(55,013)	(80,000)	(80,000)	(80,000)
Total Materials and Supplies	189,539	161,975	151,222	161,975
TOTAL EXPENDITURES	815,746	811,258	690,730	815,889
<u>Other Revenues</u>				
Vendor Rebates	(10,369)	0	(16,110)	0
Total Other Revenues	(10,369)	0	(16,110)	0
TOTAL PROGRAM REVENUES	(10,369)	0	(16,110)	0
NET EXPENDITURES	805,377	811,258	674,620	815,889

DESCRIPTION

The Budget Office seeks to maximize City resources by identifying cost-saving measures, monitoring financial trends, assisting the divisions in developing their budgets and evaluating budget performance throughout the year. In addition, the Budget Office publishes the City's annual operating and capital budgets, which play a vital role in communicating to the citizens of Memphis the uses of their tax dollars.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	419,401	524,346	511,627	561,011
Materials and Supplies	91,544	74,100	106,350	77,900
Total Expenditures	510,944	598,446	617,977	638,911
Net Expenditures	510,944	598,446	617,977	638,911
Authorized Complement				7

Budget Office Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	326,869	448,914	380,072	450,113
Holiday Salary Full Time	14,950	0	20,134	0
Vacation Leave	10,927	0	18,584	0
Bonus Leave	3,086	0	5,070	0
Sick Leave	3,146	0	9,886	0
Pension	21,539	21,213	25,294	0
Social Security	0	0	97	0
Pension ARC Funding	28,092	32,781	32,781	59,075
Group Life Insurance	519	853	600	638
Unemployment	550	480	480	560
Medicare	4,858	6,457	6,457	6,752
Long Term Disability	985	1,211	1,211	1,350
Health Insurance - Basic	1,449	0	1,862	0
Health Insurance - Value PPO	0	0	3,007	5,156
Health Insurance - Premier	47,129	52,518	38,871	35,174
Other Post Employment Benefits	0	1,688	0	0
Health Insurance - Local Plus	0	0	10,660	18,274
Salaries - Part Time/Temporary	0	6,000	1,572	0
On the Job Injury	0	0	1,068	0
Payroll Reserve	3,497	0	0	0
Expense Recovery - Personnel	(48,196)	(46,080)	(46,080)	(46,080)
Benefits Adjustments	0	(1,688)	0	30,000
Total Personnel Services	419,401	524,346	511,627	561,011
<u>Materials and Supplies</u>				
City Computer Svc Equipment	174	2,000	500	2,000
Data/Word Processing Equipment	0	200	0	200
Pers Computer Software	0	500	0	500
City Telephone/Communications	939	1,200	1,000	1,200
Printing - Outside	1,399	4,400	0	2,200
Supplies - Outside	13,101	4,000	12,000	9,000
Outside Postage	2,574	1,000	1,000	1,000
Materials and Supplies	296	500	250	500
Miscellaneous Expense	286	0	2,000	0
Advertising/Publication	690	800	0	800
Seminars/Training/Education	1,705	7,000	5,000	7,000
Fixed Charges	0	0	84	0
Misc Professional Services	66,798	45,000	78,266	45,000
Travel Expense	2,765	7,000	6,000	8,000
Unreported Travel	150	0	0	0

Budget Office Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Dues/Memberships/Periodicals	667	500	250	500
Total Materials and Supplies	91,544	74,100	106,350	77,900
TOTAL EXPENDITURES	510,944	598,446	617,977	638,911
NET EXPENDITURES	510,944	598,446	617,977	638,911

DESCRIPTION

Debt Management manages relationships with bond rating agencies and other bond market participants, manages the issuance of the City's bonds and debt related instruments, prepares and monitors scheduled debt payments, administers compliance with federal arbitrage rules and continual disclosure requirements, prepares and distributes financial reports and statistical data for use by internal and external customers, and prepares invoices relating to loan agreements with other agencies, authorities, and divisions.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	140,105	215,234	193,171	184,180
Materials and Supplies	11,902	16,775	13,800	36,775
Total Expenditures	152,008	232,009	206,971	220,955
Net Expenditures	152,008	232,009	206,971	220,955
Authorized Complement				4

Debt Management Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	285,826	366,597	302,858	331,495
Holiday Salary Full Time	13,344	0	15,931	0
Vacation Leave	10,044	0	20,050	0
Bonus Leave	1,888	0	2,463	0
Sick Leave	4,732	0	3,698	0
Pension	18,950	19,400	18,688	0
Pension ARC Funding	18,726	21,854	21,854	42,197
Group Life Insurance	1,357	1,571	1,300	1,611
Unemployment	440	320	320	320
Medicare	4,321	5,173	4,500	4,972
Long Term Disability	831	970	900	994
Health Insurance - Premier	36,752	37,269	37,608	40,512
Other Post Employment Benefits	0	1,126	0	0
On the Job Injury	0	0	922	0
Payroll Reserve	3,030	0	0	0
Expense Recovery - Personnel	(260,136)	(237,921)	(237,921)	(237,921)
Benefits Adjustments	0	(1,126)	0	0
Total Personnel Services	140,105	215,234	193,171	184,180
<u>Materials and Supplies</u>				
City Telephone/Communications	634	1,000	500	1,000
Supplies - Outside	2,737	3,000	3,000	3,000
Outside Postage	527	2,000	1,500	2,000
Miscellaneous Expense	254	775	500	775
Seminars/Training/Education	1,140	2,500	1,800	2,500
Misc Professional Services	614	2,000	2,000	2,000
Travel Expense	2,657	4,000	3,500	4,000
Unreported Travel	253	0	0	0
Claims	0	0	0	20,000
Dues/Memberships/Periodicals	3,087	1,500	1,000	1,500
Total Materials and Supplies	11,902	16,775	13,800	36,775
TOTAL EXPENDITURES	152,008	232,009	206,971	220,955
NET EXPENDITURES	152,008	232,009	206,971	220,955

DESCRIPTION

To maximize tax and other miscellaneous revenue collections, while providing effective and responsive customer services to the citizens of Memphis in all Treasury-related operations with optimal use of resources.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	880,069	932,523	865,272	951,966
Materials and Supplies	385,274	352,000	355,370	351,500
Grants and Subsidies	2,149,368	1,980,000	2,122,521	1,980,000
Total Expenditures	3,414,710	3,264,523	3,343,163	3,283,466
Program Revenues	(1,960,398)	(2,000,000)	(2,148,495)	(2,000,000)
Net Expenditures	1,454,312	1,264,523	1,194,668	1,283,466
Authorized Complement				17

City Treasurer Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	466,576	607,266	461,086	750,924
Holiday Salary Full Time	27,403	0	25,662	0
Vacation Leave	32,672	0	36,130	0
Bonus Leave	6,120	0	2,126	0
Sick Leave	23,560	0	26,077	0
Overtime	3,135	0	3,151	0
Out of Rank Pay	6,519	0	2,504	0
Retirement Benefits	2,462	120,000	9,208	0
Pension	33,771	32,659	32,659	0
Social Security	7,431	0	7,500	0
Pension ARC Funding	74,910	87,415	87,415	118,151
Group Life Insurance	1,261	1,382	1,300	1,439
Unemployment	1,650	1,040	1,040	1,120
Medicare	9,485	8,709	8,709	8,835
Long Term Disability	1,529	1,633	1,633	1,767
Health Insurance - Basic	4,966	4,424	1,862	0
Health Insurance - Value PPO	0	0	8,261	10,311
Health Insurance - Premier	59,485	55,344	41,409	35,408
Other Post Employment Benefits	0	3,658	0	0
Health Insurance - Local Plus	0	0	6,626	11,360
Salaries - Part Time/Temporary	119,853	85,000	130,000	85,000
Payroll Reserve	3,260	0	0	0
Attrition	0	(43,263)	0	(43,263)
Expense Recovery - Personnel	(5,979)	(29,086)	(29,086)	(29,086)
Benefits Adjustments	0	(3,658)	0	0
Total Personnel Services	880,069	932,523	865,272	951,966
<u>Materials and Supplies</u>				
City Computer Svc Equipment	0	2,000	2,000	2,000
City Telephone/Communications	3,251	5,000	2,524	5,000
Printing - Outside	12,254	50,000	50,046	50,000
Supplies - Outside	7,136	8,000	8,000	8,000
Outside Postage	135,075	130,000	130,000	130,000
Materials and Supplies	1,991	1,000	800	1,000
Miscellaneous Expense	3,386	5,000	2,500	5,000
Outside Equipment Repair/ Maintenance	0	500	0	500
Advertising/Publication	10,094	14,000	12,500	14,000
Security	962	4,000	4,000	4,000
Seminars/Training/Education	0	1,000	0	1,000

City Treasurer Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Misc Professional Services	208,499	140,000	153,000	140,000
Travel Expense	0	1,000	0	1,000
Insurance	0	500	0	0
Dues/Memberships/Periodicals	212	1,000	1,000	1,000
Misc Services and Charges	2,412	1,000	1,000	1,000
Expense Recovery - M & S	0	(12,000)	(12,000)	(12,000)
Total Materials and Supplies	385,274	352,000	355,370	351,500
<u>Grants and Subsidies</u>				
EDGE	2,149,368	1,980,000	2,122,521	1,980,000
Total Grants and Subsidies	2,149,368	1,980,000	2,122,521	1,980,000
TOTAL EXPENDITURES	3,414,710	3,264,523	3,343,163	3,283,466
<u>Local Taxes</u>				
Tourism Development Zone Local Sales	(1,960,398)	(1,980,000)	(2,148,495)	(1,980,000)
Total Local Taxes	(1,960,398)	(1,980,000)	(2,148,495)	(1,980,000)
<u>Other Revenues</u>				
Commissions	0	(20,000)	0	(20,000)
Total Other Revenues	0	(20,000)	0	(20,000)
TOTAL PROGRAM REVENUES	(1,960,398)	(2,000,000)	(2,148,495)	(2,000,000)
NET EXPENDITURES	1,454,312	1,264,523	1,194,668	1,283,466

DESCRIPTION

To monitor and evaluate existing revenue trends and the development of new revenue enhancement opportunities, while supporting the development of strategic financial goals.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	95,692	97,214	99,576	171,894
Materials and Supplies	98,637	100,500	105,053	100,500
Total Expenditures	194,329	197,714	204,629	272,394
Net Expenditures	194,329	197,714	204,629	272,394
Authorized Complement				2

Office of Financial & Strategic Planning Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	70,205	75,184	68,090	154,455
Holiday Salary Full Time	3,161	0	3,524	0
Vacation Leave	859	0	3,524	0
Bonus Leave	575	0	1,175	0
Pension	4,488	4,511	4,579	0
Pension ARC Funding	9,366	10,927	10,927	8,439
Group Life Insurance	0	0	0	380
Unemployment	220	80	80	160
Medicare	1,043	1,203	1,221	2,317
Long Term Disability	207	226	226	463
Health Insurance - Premier	5,083	5,083	1,906	0
Other Post Employment Benefits	0	281	0	0
Health Insurance - Local Plus	0	0	3,313	5,680
On the Job Injury	0	0	1,011	0
Payroll Reserve	484	0	0	0
Benefits Adjustments	0	(281)	0	0
Total Personnel Services	95,692	97,214	99,576	171,894
<u>Materials and Supplies</u>				
Supplies - Outside	0	2,000	2,000	2,000
Materials and Supplies	0	1,000	1,000	1,000
Seminars/Training/Education	375	1,200	1,200	1,200
Misc Professional Services	97,355	95,000	99,703	95,000
Travel Expense	607	1,000	1,000	1,000
Dues/Memberships/Periodicals	300	300	150	300
Total Materials and Supplies	98,637	100,500	105,053	100,500
TOTAL EXPENDITURES	194,329	197,714	204,629	272,394
NET EXPENDITURES	194,329	197,714	204,629	272,394

DESCRIPTION

The Office of Business Opportunity & Compliance (BDC) serves as the support agency and administrative arm to the Minority and Women Business Enterprise Participation Program. The purpose of the agency is to ensure that the legislative intent of the City's Ordinance 4288 et. Seq., which created the M/WBE program, is carried out in all procurement activities and opportunities. This office will serve as a catalyst through which Minority and Women Business Enterprises can fully participate in the economic expansion of the Memphis business community. This office will facilitate participation of public and private sector business entities in local M/WBE development through direct/indirect procurement opportunities.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	0	637,617	485,552	766,050
Materials and Supplies	1,600	258,031	566,526	446,385
Grants and Subsidies	0	0	0	9,300
Total Expenditures	1,600	895,648	1,052,078	1,221,735
Program Revenues	0	0	(22,500)	0
Net Expenditures	1,600	895,648	1,029,578	1,221,735
Authorized Complement				11

Equal Business Opportunity & Development Program Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	0	341,320	342,742	575,951
Holiday Salary Full Time	0	0	17,460	0
Vacation Leave	0	0	12,368	0
Bonus Leave	0	0	1,174	0
Sick Leave	0	0	2,849	0
Retirement Benefits	0	0	1,046	0
Pension	0	16,519	18,837	0
Social Security	0	0	100	0
Pension ARC Funding	0	43,708	43,708	67,515
Group Life Insurance	0	825	708	1,284
Unemployment	0	320	320	640
Medicare	0	2,652	5,190	7,310
Long Term Disability	0	826	1,018	1,326
Health Insurance - Basic	0	0	553	0
Health Insurance - Value PPO	0	0	2,578	5,156
Health Insurance - Premier	0	35,012	23,767	28,639
Other Post Employment Benefits	0	844	0	0
Health Insurance - Local Plus	0	0	11,133	18,274
Salaries - Part Time/Temporary	0	196,435	0	59,956
Benefits Adjustments	0	(844)	0	0
Total Personnel Services	0	637,617	485,552	766,050
<u>Materials and Supplies</u>				
Outside Computer Services	0	0	0	1,395
City Computer Svc Equipment	0	5,000	5,000	7,500
City Telephone/Communications	0	2,880	2,880	6,880
Supplies - Outside	0	1,020	4,000	4,833
Document Reproduction - Outside	0	0	0	558
Outside Postage	0	488	0	1,488
Materials and Supplies	0	18,143	1,000	18,143
Internal Repairs and Maintenance	0	0	0	930
Advertising/Publication	0	0	0	2,377
Outside Phone/Communications	0	0	0	1,860
Janitorial Services	0	0	0	9,114
Security	0	0	0	22,785
Seminars/Training/Education	0	16,500	16,500	16,500
Misc Professional Services	1,600	206,000	529,146	301,860
Travel Expense	0	6,000	6,000	12,590
Mileage	0	1,000	1,000	1,000
Utilities	0	0	0	20,692

Equal Business Opportunity & Development Program Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Dues/Memberships/Periodicals	0	1,000	1,000	7,510
Misc Services and Charges	0	0	0	8,370
Total Materials and Supplies	1,600	258,031	566,526	446,385
<u>Grants and Subsidies</u>				
RBC Training/Certification Program	0	0	0	4,650
Contr Assist Prog/Bonding	0	0	0	4,650
Total Grants and Subsidies	0	0	0	9,300
TOTAL EXPENDITURES	1,600	895,648	1,052,078	1,221,735
<u>Other Revenues</u>				
Donated Revenue	0	0	(22,500)	0
Total Other Revenues	0	0	(22,500)	0
TOTAL PROGRAM REVENUES	0	0	(22,500)	0
NET EXPENDITURES	1,600	895,648	1,029,578	1,221,735

DESCRIPTION

The Landmarks Commission was established to ensure preservation of structures that are of historic value to Memphis. The purpose is to preserve significant resources, enhance community pride and foster civic beauty, and ensure compatibility within designated historic districts.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
Personnel Services	0	194,695	154,411	203,532
Materials and Supplies	224	7,550	6,200	7,550
Grants and Subsidies	0	0	0	1,500,000
Transfers Out	0	0	0	5,000
Total Expenditures	224	202,245	160,611	1,716,082
Program Revenues	0	0	(2,685)	0
Net Expenditures	224	202,245	157,926	1,716,082
Authorized Complement				3

Landmarks Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Personnel Services</u>				
Full-Time Salaries	0	160,521	92,339	165,058
Holiday Salary Full Time	0	0	5,544	0
Vacation Leave	0	0	5,117	0
Bonus Leave	0	0	540	0
Sick Leave	0	0	16,421	0
Pension	0	6,049	6,049	0
Pension ARC Funding	0	16,390	16,390	25,318
Group Life Insurance	0	153	153	170
Unemployment	0	160	160	160
Medicare	0	1,613	1,513	1,580
Long Term Disability	0	302	302	316
Health Insurance - Basic	0	4,424	3,300	0
Health Insurance - Premier	0	5,083	5,083	5,250
Other Post Employment Benefits	0	563	0	0
Health Insurance - Local Plus	0	0	1,500	5,680
Benefits Adjustments	0	(563)	0	0
Total Personnel Services	0	194,695	154,411	203,532
<u>Materials and Supplies</u>				
City Telephone/Communications	0	1,500	1,200	1,500
Printing - Outside	0	800	800	800
Supplies - Outside	187	700	700	700
Drafting/Photo Supplies	0	250	150	250
Outside Postage	0	2,000	1,500	2,000
Advertising/Publication	36	500	500	500
Seminars/Training/Education	0	1,000	650	1,000
Misc Professional Services	0	100	100	100
Travel Expense	0	500	400	500
Dues/Memberships/Periodicals	0	200	200	200
Total Materials and Supplies	224	7,550	6,200	7,550
<u>Grants and Subsidies</u>				
Planning & Development	0	0	0	1,500,000
Total Grants and Subsidies	0	0	0	1,500,000
<u>Transfers Out</u>				
Oper Tfr Out - Misc Grants Fund	0	0	0	5,000
Total Transfers Out	0	0	0	5,000
TOTAL EXPENDITURES	224	202,245	160,611	1,716,082

Landmarks Legal Level Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Projected
<u>Other Revenues</u>				
Miscellaneous Income	0	0	(2,685)	0
Total Other Revenues	0	0	(2,685)	0
TOTAL PROGRAM REVENUES	0	0	(2,685)	0
NET EXPENDITURES	224	202,245	157,926	1,716,082

FINANCE

AUTHORIZED COMPLEMENT

Position Title	Authorized Positions	Position Title	Authorized Positions
<u>Administration</u>		MGR RES MGMT BUDGET	1
ASST EXECUTIVE	1	SPEC CUST SVC ADMIN	1
ASST OFFICE	1	SUPER BUDGET	1
CHIEF FINANCIAL OFFICER	1	Total Budget Office	7
DIRECTOR FINANCE DEPUTY	1		
MGR PREVAILING WAGE PROJECT	1	<u>Debt Management</u>	
Total Administration	5	ANALYST INVESTMENT SR	1
		COORD DEBT	1
<u>Financial Management</u>		DIRECTOR FINANCE DEPUTY	1
ACCOUNTANT	8	MGR INVESTMENT	1
ACCOUNTANT ASSOCIATE A	4	Total Debt Management	4
ANALYST FINANCIAL ACCOUNTING	3		
ANALYST GRANT ACCOUNTING	1	<u>City Treasurer</u>	
ANALYST PAYROLL	1	ANALYST APPLICATION	1
ASST COUNCIL RECORDS	2	ANALYST RNT	1
COMPTROLLER	1	SPEC TAXPAYER SVCS	7
COMPTROLLER ACCOUNTING DEPUTY	2	SPEC TAXPAYER SVCS SR	3
COMPTROLLER ACCOUNTS PAYABLE DEPUTY	1	SUPER TREASURY TAX SVCS	3
COMPTROLLER PAYROLL DEPUTY	1	TREASURER	1
COMPTROLLER RECORDS MGMT DEPUTY	1	TREASURER ASST	1
COORD PENSION PAYROLL	1	Total City Treasurer	17
SPEC PAYROLL	2		
SUPER ACCOUNTS PAYABLE	1	<u>Office of Financial & Strategic Planning</u>	
SUPER PAYROLL	1	COMPTROLLER PAYROLL DEPUTY	1
TECH DOCUMENT	1	MGR PLNG STRATEGIC INT	1
Total Financial Management	31	Total Office of Financial & Strategic Planning	2
<u>Purchasing</u>		<u>Equal Business Opportunity & Development Program</u>	
AGENT PURCHASING	1	ANALYST CONTRACT COMPLIANCE	2
AGENT PURCHASING ADMIN ASST	1	ANALYST, BUSINESS DEV CERTIFICATION	1
AGENT PURCHASING ASST	1	ANALYST BUSINESS DEV CERTIFICATION	1
ANALYST CONTRACT	4	ASST ADMINISTRATIVE MORE	1
ANALYST CONTRACT SR	1	ASST EXECUTIVE	1
COORD FIXED ASSET	1	COORD BUSINESS SVCS	1
SPEC PURCHASING SR	1	COORD BUSINESS SVCS SR	1
Total Purchasing	10	COORD BUSINESS DEV LENDING	1
<u>Budget Office</u>			
ANALYST FINANCIAL CIP SR	1		
ANALYST FINANCIAL SR	3		



FINANCE

AUTHORIZED COMPLEMENT

Position Title	Authorized Positions	Position Title	Authorized Positions
DIRECTOR MWBE DEPUTY	1		
SPECIALIST COMPLIANCE (RESTRUC-TURE)	1		
Total Equal Business Opportunity & Development Program	11		
<u>Landmarks</u>			
ASST ADMINISTRATIVE	1		
MGR LANDMARKS	1		
PLANNER HISTORIC PRESERV	1		
Total Landmarks	3		
<u>TOTAL FINANCE</u>	<u>90</u>		



